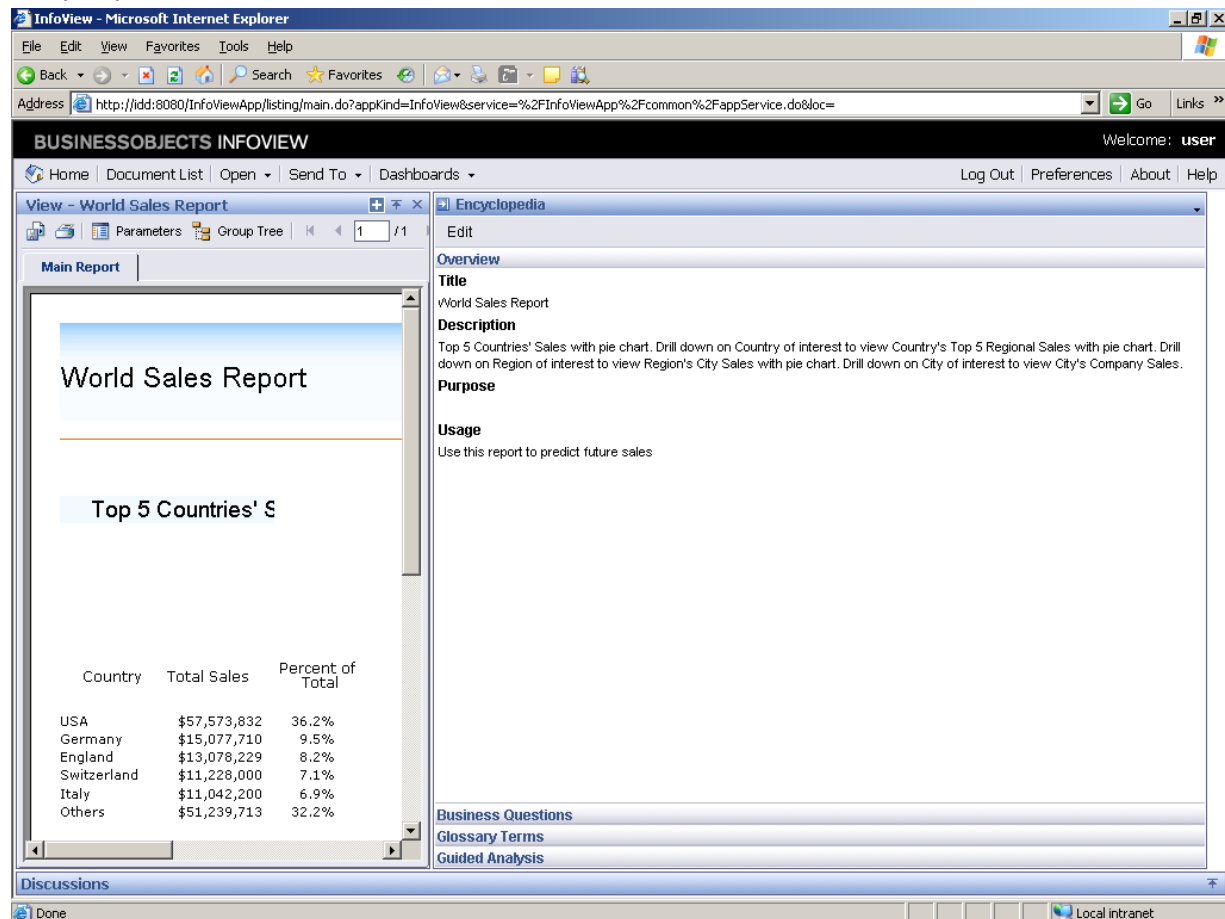


Maintaining Business Questions

Procedure

1. Start the transaction using the menu path or transaction code.

Encyclopedia



The screenshot shows the InfoView Encyclopedia window in Microsoft Internet Explorer. The main report, 'World Sales Report', is displayed on the left, showing a table of the top 5 countries' sales. The right pane shows the 'Encyclopedia' for this report, including fields for Title, Description, Purpose, and Usage. The bottom pane shows 'Business Questions', 'Glossary Terms', and 'Guided Analysis'.

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

2. Press [Enter] to continue.

When you create a Business Question and associate it with a document, it indicates the type of information the document provides.

When you associate a Business Question with multiple documents, you are able to compare related data among documents. While viewing the Business Questions for

Maintaining Business Questions

one document, you can see other documents that are also associated with those questions, and link directly to them.

Press **[Enter]** to continue.

3. Click **Edit**.

In this example you will edit the Business Questions associated with the World Sales Report.

Encyclopedia



The screenshot shows a dialog box titled "Encyclopedia" with a standard Windows-style title bar. Inside the dialog, there are two buttons at the top: "OK" and "Cancel". Below these buttons is a tabbed interface with four tabs: "Overview", "Business Questions", "Glossary Terms", and "Guided Analysis". The "Overview" tab is currently selected. Under the "Overview" tab, there are three sections: "Title", "Description", and "Purpose". The "Title" section contains the text "World Sales Report". The "Description" section contains the text "Top 5 Countries' Sales with pie chart. Drill down on Country of interest to view Country's Top 5 Regional Sales with pie chart. Drill down on Region of interest to view Region's City Sales with pie chart. Drill down on City of interest to view City's Company Sales." The "Purpose" section contains a text box with the text "Use this report to predict future sales".

Maintaining Business Questions

4. Click the **Business Questions** tab.

5. Press [Enter] to continue.

If you click the arrow beside the Available field, you will get a list of all available Business Questions in Encyclopedia. You can select any from the list that apply, and associate them with this report.

The process is the same for Glossary Terms.

Press **[Enter]** to continue.

6. Press [Enter] to continue.

If you want to search for a specific Business Question, you can enter a keyword in the Available field.

Press **[Enter]** to continue.

7. Press [Enter] to continue.

You can see the Business Questions that are already associated with this report, in the Selected field.

Press **[Enter]** to continue.

9. As required, complete/review the following fields:

Field	R/O/C	Description
Business Questions	R	Example: What are the sales for Switzerland?

10. Click **New**.

11. Click the **What are the sales for Switzerland?** list item.

The new Business Question appears in the field of available questions.

Select the question.

12. Click **>** .

Maintaining Business Questions

Associate the question with the report.

13. Press [Enter] to continue.

The new Business Question is now associated with the report.

If you want to edit the Business Question, make your changes in the Business Questions field, then click Update.

Press **[Enter]** to continue.

14. Click the **What are the top sales countries?** list item.

You can remove a Business Question from an object by moving it out of the Selected field.

15. Click .

16. Click **Delete**.

The Business Question is no longer associated with the report.

You can delete Business Questions by selecting them from the Available field, and then clicking Delete.

17. Click **OK**.

Save your changes.

18. Click the **Business Questions** tab.

19. Click the + button before the **What are the sales for Switzerland?** tree item.

The new Business Question displays.

Look at the object associated with the new Business Question.

20. Press [Enter] to continue.

The World Sales Report appears under the Business Question. As you associate other objects with this Business Question, you will see links to those objects appear under the question. This means you can link to other reports with related data to help you

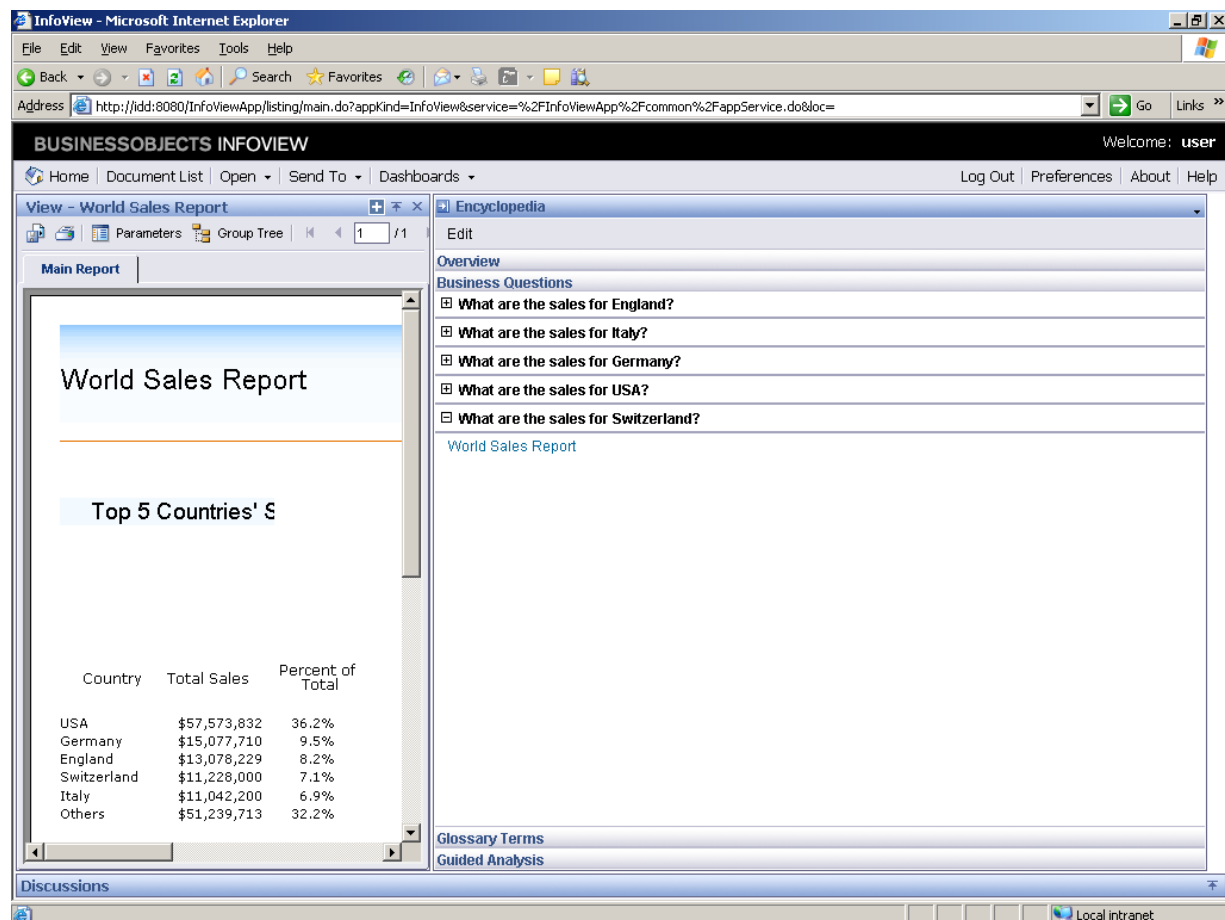
Maintaining Business Questions

find the information you need.

The process is the same for Glossary Terms.

Press **[Enter]** to continue.

End of Simulation.



The screenshot shows the Business Objects InfoView application running in a Microsoft Internet Explorer browser. The main window displays the 'World Sales Report' with a table of the 'Top 5 Countries' sales data. On the right side, there is a panel titled 'Business Questions' with a list of questions related to sales in different countries. Below this panel, there are links for 'World Sales Report', 'Glossary Terms', and 'Guided Analysis'.

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USA	\$57,573,832	36.2%
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Others	\$51,239,713	32.2%

Business Questions

- What are the sales for England?
- What are the sales for Italy?
- What are the sales for Germany?
- What are the sales for USA?
- What are the sales for Switzerland?

[World Sales Report](#)

[Glossary Terms](#)

[Guided Analysis](#)

21. End of simulation.